

# APPLYING FOR A VACANCY

REVIEW

Review all the information provided in the vacancy description.

READ

Read the advert and job description to ensure you feel comfortable you can fulfil the requirements of the job. If you have any questions about what you have read – You can contact the Resourcing Officer listed in the advert who will be able to help.

REVIEW

If you have any further questions about what you have read – The Resourcing Team listed in the advert will be able to help. *(The resourcing process, trust benefits, what it is like to work here, any additional details)*

REVIEW

Review any links to the [Trust Careers Site](#) for helpful information.

CLICK

Once complete click 'Apply for this Job'.

REGISTER

On the following screen, you will be prompted to log in or register with TRAC, the platform we use to manage our application process. If you haven't registered yet, don't worry! You can still do so at this stage. Simply follow the prompts to create your account and proceed with your application.

COMPLETE

On the next screen, you will be required to answer questions regarding your eligibility to work in the UK. Please fill out this section and click the green button to proceed.

CLICK

To begin filling out the required information, click on the "Start Section" button. Then, for each sub-section, click on the "Open" button to expand and complete the questions. Make sure to answer all questions accurately and completely before moving on

CLICK

Once you have filled out all the necessary information in a section, click on "Mark Section as Complete" to indicate that you have finished and are ready to move on to the next section

COMPLETE

To complete your application, you will need to go through several sections. Make sure to work through each section carefully and fill out all relevant fields. Take your time to ensure that all information provided is accurate and up-to-date.

SAVE

It's important to save your progress as you complete each section of the application. You can do this by clicking the "Save" button after finishing a section. Alternatively, you can use the "Save and Next" button to move on to the next section while also saving your progress. Keep in mind that you don't have to complete the sections in a particular order, so feel free to move around as needed.

PRESS

To indicate that you have finished working on a section and are happy with the information provided, click on the "Mark section as complete" button.

INFO

You can save your progress at any time, review and come back to it

INFO

You can have the job description open on your screen to refer to throughout